

14 Oct 1967

Draft

Proposed Agency Notice

THE AGENCY RETIREMENT
COUNSELING PROGRAM

1. The Director of Central Intelligence has directed the establishment of a comprehensive Agency Retirement Counseling Program (RCP) under the auspices of the Director of Personnel. A Task Force of senior officers appointed by the Deputy Directors and representing the Agency's career services is being assembled to undertake this task.

2. The RCP Task Force, now involved in fact finding, is in the early developmental phase of the Retirement Counseling Program. Information on pre-retirement counseling, retirement assistance and post-retirement assistance and relationships from institutions and commercial establishments is being assembled and analysed. Pertinent features and applicable procedures are being incorporated into the Agency's Program as it evolves. Interviews with Agency personnel who are about to retire, as well as with Deputy Directors, Office Heads and other senior Agency officials, are producing an ever broadening collection of facts, opinions and problems around which the RCP will be based. Related comments and suggestions are solicited from all Agency employees and should be forwarded to [REDACTED], 25X1A Chief, Retirement Counseling Program, Room 212, Magazine Building.

3. The maximum effort of the RCP will center in the five year period just prior to retirement and will include individual counseling,

external placement assistance and small group seminars. All Agency employees will be kept abreast of retirement planning and activities through timely notices and bulletins. A system has also been outlined for maintaining communication with retirees.

4. Two Retirement Reading Rooms containing books, periodicals and other literature on retirement and related subjects are being established - one at Headquarters and one in the Rosslyn area. The reading material has been ordered and is now being assembled. A notice will be circulated at the appropriate time concerning the opening of these rooms whose use by interested Agency employees will be encouraged.

2. The RCP Task Force, now involved in fact finding, is in the early developmental phase of ^{establishing} ~~the~~ Retirement Counseling Program. ^{retirement} Information concerning the programs of other government agencies, private institutions and commercial establishments, is being assembled and analysed. Pertinent features and applicable procedures from these sources are being incorporated into the Agency's Program as it evolves. Interviews with Agency personnel who are about to retire, as well as with Deputy Directors, Office Heads and other senior Agency officials, are producing an ever expanding collection of facts, opinions and problems which to a ^{large} ~~major~~ degree are helping to shape the RCP Program. Comments and suggestions applicable to ^{its} ~~the~~ development of this Program ~~the~~ RCP are solicited from all Agency employees and should be forwarded to [REDACTED], Chief, Retirement Counseling Program, Room 212, Magazine Building.

25X1A

3. The ^{major impetus} ~~maximum effort~~ of the RCP ^{- the program} will be ^{focused} ~~concentrated~~ on the five year period just prior to retirement. ~~and will~~ include ~~individual counseling~~ Small group seminars are under consideration and ~~in many instances~~ subjects of broad interest are being projected for ~~these~~ larger groups under the leadership of specialists. Individual counseling, including external placement assistance where the need exists, will be coordinated with and support career service counseling efforts. All agency employeesetc.

23 Oct 67
This was [redacted]
again by [redacted]
& taken to O/Pers
for final work-up
& revisions for
issue -

25X1A